

## Registrar

### Renison University College, Affiliated with the University of Waterloo

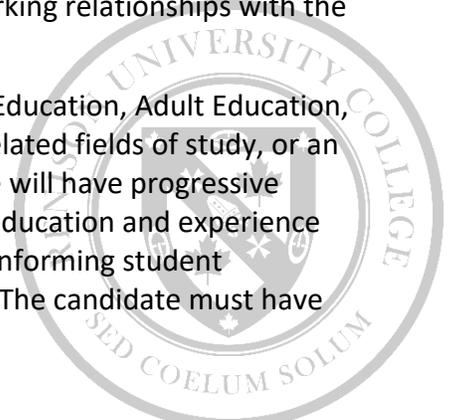
Renison University College invites applications for the full-time, continuing position of **Registrar**. This is an exciting opportunity to lead a dynamic area committed to providing the best student experience for potential and admitted students to Renison University College.

*Renison University College, affiliated with the University of Waterloo, acknowledges that we live and work on the traditional territories of the Anishinaabe, Haudenosaunee and Neutral Peoples, which is situated on the Haldimand Tract, the land promised to the Six Nations that include ten kilometres on either side of the Grand River. Our active work toward reconciliation occurs across our campuses through research, learning, teaching, community building and outreach. It is centralized within the work of Renison's Truth and Reconciliation Working Group and the University of Waterloo's [Office of Indigenous Relations](#).*

Respected as an inclusive community that values the diversity of its faculty, staff, and students, Renison is committed to engaged education for the well-being of the world. Renison offers degree programs reflecting social engagement through the School of Social Work and the Social Development Studies Department and global engagement through the Culture and Language Studies Department; and community engagement outside of University of Waterloo degree programs, including the English Language Institute, through the Centre for Community and Professional Education. More information about Renison University College is available at [uwaterloo.ca/renison/](http://uwaterloo.ca/renison/)

The Office of the Registrar plays an integral role in creating and sustaining a culture of student service excellence contributing to the overall student experience at Renison. Reporting to the [Vice President Academic and Dean \(VPAD\)](#), the Registrar leads a team of administrative professionals to ensure the timely, efficient, and effective operation of registrarial services that support direct-entry programming to Renison, including various degree program pathway admissions processes, through the three-term academic year. The Registrar provides strategic, data-driven, and hands-on leadership to support admissions; academic advising, retention, and student program progression; student records; transfers and registration; scholarships and awards; convocations; and publications for University of Waterloo degree programs. The Registrar serves on internal and external university college committees and has responsibility for the unit's budget. Additionally, the Registrar nurtures strong working relationships with the Office of the Registrar at the University of Waterloo.

The successful candidate will have a Master's degree, preferably in Education, Adult Education, Student Affairs, Public Administration, Business Administration or related fields of study, or an equivalent combination of education and experience. The candidate will have progressive leadership and change management experience in post-secondary education and experience leading staff. Experience with academic advising and knowledge of informing student development or adult learning theories will be considered an asset. The candidate must have



strong relationship-building and communication skills, a high degree of professionalism, and the ability to exercise judgement, diplomacy, tact, and discretion, especially when managing changing and conflicting priorities. With a natural inclination toward collaboration and relational responsiveness, the Registrar will be skilled at engaging with various audiences, including academic and administrative leadership, faculty, staff, and students. They must be strategic and forward-thinking in using technology to optimize programs, systems, and databases in an increasingly digital/virtual work environment. The candidate must create a positive work culture that is student-centred and welcoming to a diverse and intersectional community. The candidate must have a deep and abiding commitment to equity, diversity, inclusion, and decolonization and bring an anti-oppressive, intersectional lens to support learners throughout the academic lifecycle.

Renison University College respects, appreciates, and actively encourages diversity. As part of Renison's commitment to equity, we welcome and encourage applications from all qualified individuals with diverse experiences based on race, ethnic origin, religion, age, colour, gender identity and expression, sexual orientation, ability, or disability, including women, 2SLGBTQ+, Indigenous Peoples, and other visible minorities. Canadian citizens and permanent residents will be given priority. Renison is committed to accessibility for persons with disabilities. Accommodations are available upon request for candidates participating in all parts of the selection process. Please contact a member of Renison's [Human Resources](#) department with accommodation requests.

This role is evaluated at Grade 17, and the salary range is provided [here](#).

## To Apply

Application materials should be submitted online as PDF files through Interfolio at <https://apply.interfolio.com/105597>. Please include, at minimum, a cover letter, *curriculum vita*, and the names of three references. References will only be contacted with explicit permission from the applicant. Only those applicants selected for an interview will be contacted. The preferred candidate will also be asked to complete an educational and criminal records verification. The criminal records verification indicates the existence of adult criminal convictions within the RCMP National Repository of Criminal Records, for which a record suspension has not been granted.

The review of applications will begin on May 16, 2022 and continue until the position is filled. The preferred start date is July 1, 2022.

Download a PDF of the job description [here](#).

